



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

18 DEC 2012

IMHL-MW

MEMORANDUM FOR US Army Garrison Fort Hunter Liggett (USAG FHL) Soldiers and Civilians

SUBJECT: FHL Policy #54, Usage of Hacienda Dining Room and Kitchen Facility

1. PURPOSE. To provide guidance to Soldiers and civilians on usage of Hacienda Dining Room and Kitchen Facility
2. APPLICABILITY. All Soldiers and civilians using the Hacienda Dining Room or Kitchen
3. POLICY. Pursuant to AR 215-1 Ch 8-24, the Hacienda dining and kitchen facility is available for rental and a full spectrum of catering services. No outside food or drink can be brought into the Hacienda Kitchen or Dining Room for events to include BBQs and pot luck functions.
4. PROCEDURES.
 - a. Kitchen Utilization. Only authorized personnel from Family, Morale, Welfare, and Recreation (FMWR) Staff and Registered ACS Volunteers who have completed ServSafe Food Handlers training may prepare food in the Hacienda Kitchen.
 - b. Dining Room Utilization.
 - (1) Military personnel will be able to utilize the dining room free of charge but will be required to set up and clean up facility.
 - (2) Civilian and Military private functions with no food requirement will be assessed a service fee of \$50 for use of the dining room.
 - (3) Additional fees will apply for the use of furniture, linens, or equipment based on the requirements of the function and amount requested.
 - (4) Fees for Catering Services will be based on requested menu and accommodations for the event in agreement with the customer. A contract will be issued to the customer with the agreed upon arrangements to include date of event, time of event, cost of event, food requirements, and other identified needs. Both the customer and the Hacienda Manager will sign off on the agreed upon contract and each will be issued a copy of the signed agreement.

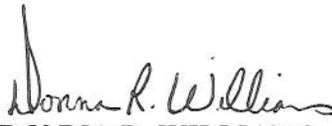
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(a) A 25% deposit (of the contract cost) will be paid when the contract is finalized with the remainder of the balance due at the culmination of the event/program.

(b) In the event of cancelation, no charge will be applied if the event is canceled at least 14 days in advance of the event, and the deposit will be returned to the customer. If a cancelation occurs less than 14 days in advance of the event, the 25% deposit will be retained by FMWR as a service fee.

5. PROPONENT. The Directorate of FMWR Executive Officer is the proponent for this policy and can be reached at (831) 386-2383.


DONNA R. WILLIAMS
COL, EN
Commanding